

ISDH HSP Other Professional Services Service Standard

HRSA Service Definition:

Other Professional Services allow for the provision of professional and consultant services rendered by members of particular professions licensed and/or qualified to offer such services by local governing authorities. Such services may include:

- Legal services provided to and/or on behalf of the HRSA RWHAP-eligible PLWH and involving legal matters related to or arising from their HIV disease, including:
 - Assistance with public benefits such as Social Security Disability Insurance (SSDI)
 - Interventions necessary to ensure access to eligible benefits, including discrimination or breach of confidentiality litigation as it relates to services eligible for funding under the HRSA RWHAP
 - Preparation of:
 - Healthcare power of attorney
 - Durable powers of attorney
 - Living wills
- Permanency planning to help clients/families make decisions about the placement and care of minor children after their parents/caregivers are deceased or are no longer able to care for them, including:
 - Social service counseling or legal counsel regarding the drafting of wills or delegating powers of attorney
 - Preparation for custody options for legal dependents including standby guardianship, joint custody, or adoption
- Income tax preparation services to assist clients in filing Federal tax returns that are required by the Affordable Care Act for all individuals receiving premium tax credits.

Program Guidance:

Legal services exclude criminal defense and class-action suits unless related to access to services eligible for funding under the RWHAP.

Key Services Components and Activities:

Key services components and activities are noted in the Service Standards below.

HSP Service Standards:

Standard	Documentation
1. Personnel Qualifications	
1. Service are provided licensed attorneys who have specific experience and appropriate training in advising on health-related matters and discrimination.	1. Documentation of applicable experience and qualifications are in personnel files available for review
2. Eligibility Criteria	
1. Subrecipients must have established criteria for the provision of other professional services that includes, at minimum: <ul style="list-style-type: none">a. Eligibility verification consistent with recipient requirements	<ul style="list-style-type: none">1. Non-medical case managers must maintain up to date eligibility records for clients according to agency protocol and in any data system required by ISDH.2. Service providers and sub-recipients must maintain documentation of current eligibility if providing HIV services reimbursable under the RWHAP Part B Program.

	<ul style="list-style-type: none"> Acceptable documentation includes a current eligibility approval letter dated within 6 months of service provision. These letters may be accessed from the client's Non-medical case management, and includes effective and end dates of eligibility and those services for which the client may enroll. <p>3. Documentation must be made available for review by ISDH upon request.</p>
3. Assessment	
1. Subrecipients should establish criteria for assessment relevant to services provided.	<p>1. A written documentation of policy</p> <p>1. If assessment is conducted then assessment should be documented in client file.</p>
4. Service Delivery	
<p>1. Subrecipients should establish criteria for service delivery relevant to services provided.</p> <p>2. Providers deliver advice, assistance, and representation limited to these areas:</p> <ul style="list-style-type: none"> Assistance with public benefits such as Social Security Disability Insurance (SSDI); Discrimination based on HIV status; Breach of confidentiality related to HIV status; Advance Directives (including living wills, durable powers of attorney, healthcare power of attorney, and "do not resuscitate" orders); Health Care Representation; Permanency planning to help clients make decisions about the placement and care of minor children after their parents or caregivers are deceased or are no longer able to care for them (including legal counsel regarding the drafting of wills, delegating powers of attorney, and preparing for custody options such as standby guardianship, joint custody, or adoption); and Income tax preparation services to assist clients in filing Federal tax returns that are required by the Affordable Care Act for all individuals receiving premium tax credits. 	<p>1. Written documentation of policy</p> <p>2. Services provided should be documented in client file.</p> <p>3. Condition is confirmed by review of applicable documentation in service records.</p> <ul style="list-style-type: none"> Documentation includes description of how the legal service is necessitated by the individual's HIV status, as well as the type of service and number of service hours provided.

Subservices:

- Other Professional Service Visit

Service Unit Definition:

- Unit = 1 contact